** New York State Association for Rural Health Board of Directors Meeting**

 **February 15, 2018
 Via Tele-Conference**

 P = Present E = Excused A=Absent

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| --- | --- | --- | --- |
| **Ann Battaglia** | **P** | **Karen Madden** | **A** |
| **Barry Brogan** | **A** | **Richard Merchant** | **P** |
| **Derrik Chrisler** | **E** | **Gertrude O’Sullivan** | **P** |
| **Charlotte Crawford** | **E** | **Claire Parde** | **P** |
| **Helen Evans** | **E** | **Carrie Roseamelia** | **P** |
| **Sylvia Getman** | **P** | **Jack Salo** | **P** |
| **Anne Jasmin** | **A** | **Robert Wingate** | **P** |
| **Richard Kazel** | **P** | **Mary Zelazny** | **P** |
| **Jennifer Leszyk** | **P** |  |  |

**Staff in Attendance**: Jackie Leaf, Danielle Reese, Sara Wall Bollinger

**Call to order & Introductions:** Meeting convened was called to order at 11:02 AM by Richard Merchant, at 11:07 AM a Quorum was established when additional members joined the call

**Approval of Minutes, January 18, 2017:** No changes to minutes. Ann B., made a motion to approve minutes, seconded by Mary Z, motion carried.

**Agenda Modifications: R. Merchant –**Jack S, will present Membership Report prior to Policy Report

**Committee Reports**

**Membership – Jack**

The membership campaign officially ended 2/15/18, but Jack is hopeful membership applications will continue to be submitted. Membership Committee meeting was held on February 5th, at that time we had 19 renewed members and 15 new members. Jack encouraged the Board to continue to follow up with potential members and encourage membership.

**Action:** Jack and Sarah will continue working on the 2019 campaign.

 **Governance – Claire**

Committee met on February 12th, agenda and discussion of that meeting focused on considerations the Board should make when selecting new members and committee members. Claire had suggested creating a Matrix, Sara has sent Claire samples. Several suggestions of what should be included in the Matrix were made throughout the committee meeting.

Claire reviewed the Conflict of Interest PowerPoint. Board felt the presentation was very thorough.

Claire encouraged other members to either join or at least participate in the Governance Committee as additional members and insight could be useful.

**Action:** Conflict of Interest forms should be completed and returned to info@nysarh.org on or before March 1st, 2018. These forms will then be submitted to the Governance Committee for review.

 **Finance – Richard K.**

Finance Committee meeting was held on February 12th. Reviewed Financial Reports, A/R Aging negative balance has been corrected; all other reports appear to be in order. Richard K., asked Jackie L., to discuss the current issue with QuickBooks. Jackie L., made the Board aware that when attempting to enter the 2018 budget into QuickBooks, it was determined that the current version of QuickBooks does not support this function. Jackie L., was able to determine that there are two options available to NYSARH, pay $25 a month for 1 year and $50 a month for each additional year or pay $200-$350 for the software, this software will need to be updated again in 3 years

During Finance Committee meeting Richard M., motioned that Jackie L., determine what would be best for both the budget and our needs, and move forward with purchase, Derrik Chrisler 2nd this motion and motion was carried by Richard Kazel.

Richard K., will be reviewing and updating our current RFP prior to sending out solicitation letters. An additional CPA firm has been identified, bringing the total to five; all have experience working with Non-Profits.

**Action:** Jackie L., to determine which QuickBooks option is best suited for NYSARH and move forward with obtaining the software

**Action:** Rickard K., to review and update current RFP

**Conference Planning – Jackie**

Jackie L., Derrik C., and Helen E., met via tele-conference on Monday February 12th.

* The theme for the conference has been established “Together We Can Move Mountains”
* Determined that the award ceremony would be held at the Annual Meeting prior to lunch
* Barry B., will be heading up the Policy Forum that will be held on Friday morning of the Annual Meeting
* Derrik C., is heading up the pre-conference workshop, and working closely with Prevent Child Abuse New York , has received great feedback on this and feels there will be a great deal of interest
* Gabe D., from SVHC continues to work on graphics and other materials for the conference
* Sara B., continues to work on sponsorship and feels we are currently on target, mentioned March will be an important month for planning
* Jackie will be sending out information by the end of the week regarding Sub-Committee meetings

 **Policy – Richard M**

Barry B., was not able to be on the call. Board Members discussed Rural Advocacy Day

* Richard M., thanked Sara B., and Barry B., for all of their hard work and ensuring the Panel Discussion held Tuesday morning was so well organized.
* Claire agreed that the panel was very well organized and that the informational packets were well prepared.
* Jackie stated she felt much more prepared this year and encouraged other members who had not attended in the past to attend in the future. Jackie encouraged other members to utilize their social media as SVHC had been doing, to draw attention to Policy and funding issues, SVHC’s Facebook page had recently drawn the attention of the local radio station and had interviewed her this morning.
* Sara encouraged members to reach out to their local newspaper and/or radio station. Sara made members aware of a press conference she had participated in on Tuesday regarding rural funding cuts.
* Sara made members aware that going forward Sign On letters need to be sent out in January

**Executive Directors Report:**

Jackie L., had nothing additional to report. Inquired if the Board felt there was any additional support or assistance they required from her, Board responded: not at this time.

**Old Business:** No Old Business.

**New Business:** No New Business

**Richard Merchant adjourned meeting at 11:56am.**

**Submitted by Danielle Reese**